



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 3.31

Subject: Social Security Payments For Youth on Trial Home Visits with Parents or Other Relatives

Supersedes: None

Local Policy: No

Local Procedures: No

Requires Training: No

Approved by:

Effective date: 03/01/01

Revised date:

Application

To All Department of Children's Services Case Managers, Supervisors, Child Welfare Benefits Counselors and Fiscal Services Employees

Authority: TCA 37-5-106; 37-1-130

Policy

Social Security payments received by the Department of Children's Services on the behalf of children who have been placed with a parent or other relative on a trial home visit, shall be forwarded to the parent or relative. DCS shall forward payments received for up to 90 days following the child's placement in the home. Payments received beyond the 90 days trial home visit period will be returned to the Social Security Administration.

Procedures

A. Initiation of payment

1. When a youth is placed on trial home visit in the home of a parent or other relative, the case manager shall, within three (3) days, prepare form CS-0478, *Certification and Authorization for Release of Current SSA, SSI or Trust Fund Benefits for Home Trial Visits*. The form (CS-0478) shall be sent to the Division of Fiscal Services in the DCS central office requesting that social security benefits be paid to the parent or relative of the child.
2. A Substitute W-9 form must also be prepared by the parent or other relative and sent to the Division of Fiscal Services.

B. Requirements

1. No later than 30 days after a child has been placed on trial home visit with a parent or other relative, the case manager must contact the family in writing to assist them in applying to become the child's social security representative payee to ensure that there is no disruption of payment.
2. The department of Children's Services will forward social security payments it receives to parents or other relatives for a 90-day period after the child begins the trial visit.
3. After 90 days, the department will send all additional social security funds received on behalf of the child back to the Social Security Administration and ask to be relieved of the representative payee duties.

**C. How relatives
should file to
become
representative
payee**

1. The case manager must provide the parent or relative with a completed CS-0568, *Trial Home Visit Authorization To File For Representative Payee Designation* form.
2. The parent or relative must present form CS-0568, *Trial Home Visit Authorization To File For Representative Payee Designation*; to officials in the nearest Social Security office in order to apply to become representative payee for the child.

**D. Termination of
trial home visits**

1. If a trial home visit disrupts while DCS is receiving the child's social security funds and the child is removed from the home of the parent or relative and is placed in another out of home placement the case manager must e-mail the Division of Fiscal Services, trust account staff by the end of the following day so that DCS payment to the custodial parent or relative can be stopped.
2. A change of circumstance form CS-0476, *Child Welfare Benefits Determination, Notification of Change of Circumstances* must be completed by the end of the following day, flagged as trial home visit change and sent to Trust Accounting in Fiscal Services and the regional Child Welfare Benefits Counselor.
3. After notification of the disruption the Social Security trial visit payments to the custodial parent will cease, the department will continue to conserve the child's funds and use for the future expenses of the child.
4. After receiving notification that the representative payee designation has changed from DCS to the custodial parent, the Child Welfare Benefits Counselor will request to become representative payee for DCS for the child when the trial visit placement disrupts and the child is placed in

another out of home placement.

5. The Child Welfare Benefits Counselor shall complete form SSA-11-BK, *Request To Be Selected as Payee*, form FA-0722, *Automated Clearinghouse, ACH Deposit of Benefits*, and forward both forms to the local Social Security Administration office.

Forms/Templates

CS-0476	Child Welfare Benefits Determination Notification of Change of Circumstances
CS-0478	Certification And Authorization For Release Of Current SSA, SSI Or Trust Fund Benefits For Home Trial Visits
CS-0568	Trial Home Visit Authorization To File For Representative Payee
FA-0722	Automated Clearinghouse, ACH Deposit of Benefits (An F & A Form – not an electronic form)
SSA-11-BK	Request To Be Selected As Payee (A Social Security Administration Form – not an electronic form)

Collateral Documents

None

ACA Standards

3-JCRF-1B-02
3-JCRF-1B-19
3-JTS-1B-07
3-JTS-1B-18
3-JTS-1B-19